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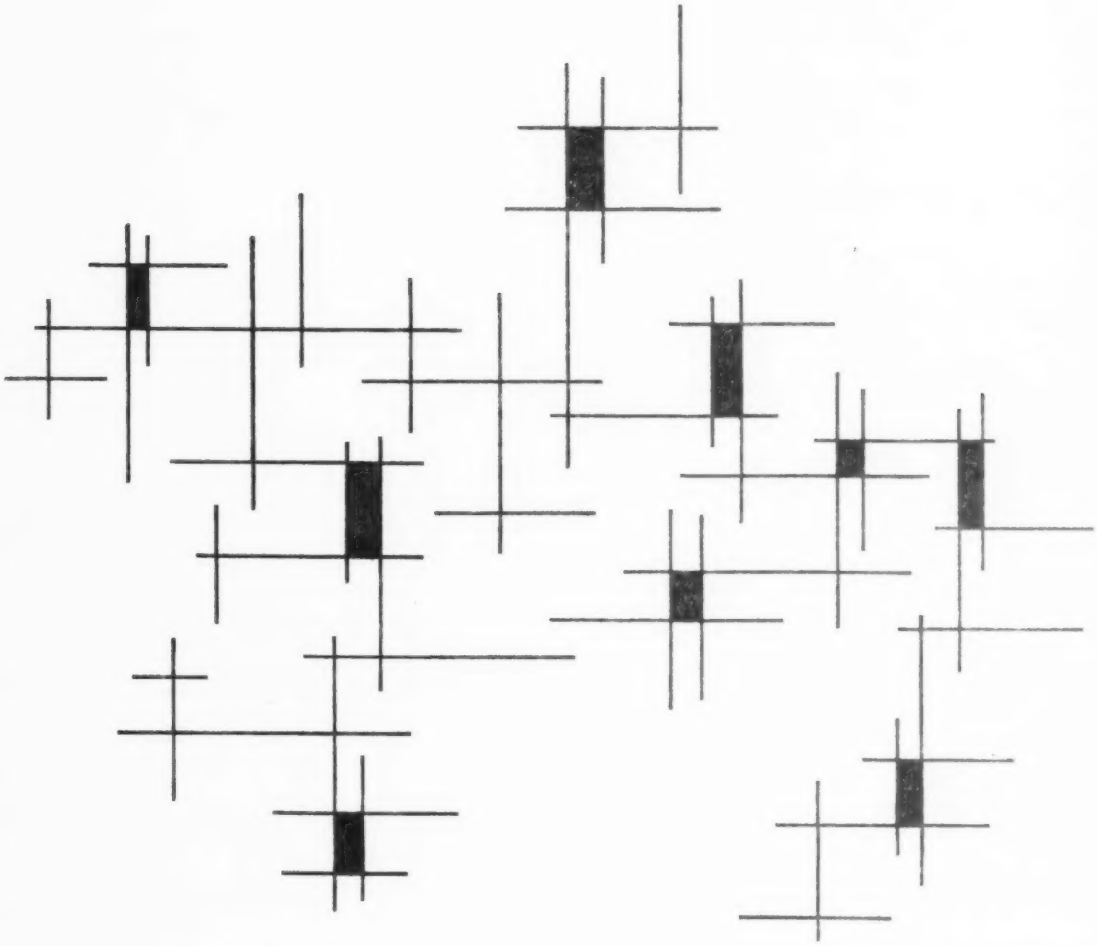
Personnel Literature



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ABSENTEEISM

12-1

Luthans, Fred and Mark Martinko.

An organizational behavior modification analysis of absenteeism. Human resource management, 15:11-18, Fall 1976.

Descriptors: *Absenteeism control / *Behavior modification / Incentive awards / Reinforcement (Psychology) / Discipline / Communication in personnel management.

CAREER PLANNING

12-2

Can second careers come in first? Personnel and guidance journal, 55:109-114, November 1976.

Contents: Multiple motivations for mid-career changes, by Janet Heddesheimer; Mid-life counseling: prognosis and potential, by Alan D. Entine.

Descriptors: *Second careers / *Middle age / Vocational counseling / *Mobilty, Occupational

12-3

Goodman, Steven E.

Facts are fundamental for successful career planning. S.A.M. advanced management journal, 41:61-66, Autumn 1976.

Descriptors: *Career planning--Bibliography / *Executives--Career planning.

CHANGE, ORGANIZATIONAL

12-4

Campbell, Robert B.

Analyzing systems analysts. Journal of systems management, 27:26-27, August 1976.

Descriptors: *Systems analysts / *Change, Organizational / Change, Resistance to / Communication in management.

12-5

Ford, Charles H.

Good ideas ÷ the wrong corporate orientation = 0. Human resource management, 15:19-31, Fall 1976.

Descriptors: *Change, Organizational / *Organizations--Climate / *Executives--Attitudes / *Change, Resistance to / Creative thinking / Technological innovations / Attitude change / Decision-making--Evaluation.

12-6

Meyer, Mary C.

Managing organizational change. Personnel journal, 55:570-572+, November 1976.

Descriptors: *Change, Organizational / *Communication in personnel management.

12-7

Thackray, John.

US managers think again. Management today (Gt. Brit.), p. 82-84+, October 1976.

Descriptors: *Change, Organizational / *Management theory / Organization development / Management methods.

CIVIL SERVICE

12-8 Ic26 .R72cu

Rosenbloom, David H. and Jennifer A. Gille.
The current constitutional approach to public employment. Reprinted from: Kansas Law Review, vol. 23, no. 2, Winter 1975.
Descriptors: *Government employees / *Civil rights--Cases / Political activity / Homosexuals / Citizenship discrimination / Federal government / Religious discrimination.

CIVIL SERVICE, FEDERAL

12-9 Ie437 .L4Am3f 1976

American Bar Association.
Federal government legal career opportunities. Chicago, 1976. 179p.
Descriptors: *Government attorneys / *Employment opportunities / Federal government.

12-10

Andolsek, L. J.
Building for America's third century. Government accountants journal, 25:48-51, Fall 1976.
Speech presented at the Annual National Symposium Honors Ceremony. Mr. Andolsek is a U.S. Civil Service Commissioner.
Descriptors: *Civil service / *Federal employees / *Public administration--Evaluation.

12-11

Bonafede, Dom.
Carter staff is getting itchy to make the move to Washington. National journal, 8:1542-1547, October 30, 1976.
Descriptors: *Transitions, Presidential / *Political executives / Federal government / *Public administration.

12-12 Ic26.15 .G26b

Gebhardt, Joseph D., William A. Dobrovir and Thomas M. Devine.
Blueprint for civil service reform; an analysis of how politics have made a mockery of the civil service merit system, with proposals for reform. A Fund for Constitutional Government public interest report. Washington, Fund for Constitutional Government, 1976. 165p.
Descriptors: *Civil service reform / *Patronage / *U.S. Civil Service Commission / *Civil service--Administration / *Civil service--Evaluation / Federal government / Presidents--U.S.--Comparative studies / Executives--Selection / U.S. Department of Commerce / U.S. Department of Housing and Urban Development / U.S. General Services Administration / U.S. Department of State / U.S. Office of Management and Budget / U.S. Small Business Administration / U.S. Environmental Protection Agency / U.S. ACTION.

12-13

Kramer, Joshua.
Government accounting has matured. Government accountants journal, 25:61-64, Fall 1976.
Descriptors: *Accountants / *Accountants--Training / Federal government.

CIVIL SERVICE, FEDERAL (Cont'd)

12-14 Ic26.4 .Un35u 1976

U.S. Congress. House. Committee on Post Office and Civil Service.
United States government policy and supporting positions. Washington, U.S. Govt. Print. Off., 1976. 139p. (H. com. print. 94th Cong.)
Descriptors: *Excepted positions--Directories / *Appointments / Federal government.

12-15 Ie11.1 .Un47de

U.S. Defense Manpower Commission.
Defense Manpower Commission staff studies and supporting papers. Washington, U.S. Govt. Print. Off., 1976. 5v.
Partial contents, Vol. 4: The role of the DOD civilian in the total force structure, by Howard W. Goheen; Limitations on managers brought about by restrictions of the civil service system, by Howard W. Goheen.
Descriptors: *Personnel administration / *U.S. Department of Defense / *Federal employees / Training / Hours of work / Reduction in force / Relocation / Retirement.

12-16

Werner, Robert H.
CPA opportunities in Federally assisted programs. Government accountants journal, 25:42-47, Fall 1976.
Descriptors: *Accountants / *Auditors / *Employment opportunities / Public service employment / Management audit / Federal government.

COMMUNICATION

12-17

Brandon, Michael.
Communicating along the right lines. Personnel management (Gt. Brit.), 8:37-40, October 1976.
Descriptors: *Communication in personnel management / *Communication techniques.

12-18

Genfan, Herb.
Managerial communication. Personnel journal, 55:568-569+, November 1976.
Descriptors: *Communication / *Executives--Abilities.

12-19 Id24 .M83o

Morris, William and Marshall Sashkin.
Organization behavior in action; skill building experiences. St. Paul, West, 1976. 292p.
Descriptors: *Communication techniques / Group dynamics / Feedback (Psychology) / *Johari window / Goal setting / Conflict, Organizational / *Problem-solving--Group method / Role playing.

COUNSELING

12-20

Walker, Joseph J.
Counseling sessions that do some good. Supervisory management, 21:10-15, November 1976.
Descriptors: *Employee counseling / *Supervisors--Responsibilities.

DISCIPLINE

12-21

Shershin, Michael J., Jr. and W. Randy Boxx.
Due process in discipline and dismissal. Supervisory management, 21:2-9, November 1976.
Descriptors: *Discipline / *Removal / *Suspension / Arbitration.

ELECTRONIC DATA PROCESSING PERSONNEL

12-22

Greenbaum, Joan.
The division of labor in the computer field--part 1. Computers and people, 25:22-24+, November 1976.
Reprinted from: Monthly Review, July-August 1976.
Descriptors: *Computer operators / *Programmers / *Systems analysts / Position classification.

12-23

Spirn, Steven and Lanny Solomon.
A key element in EDP personnel management: functional job analysis. Personnel journal, 55:552-556, November 1976.
Descriptors: *Electronic data processing personnel / *Job analysis / *Job analysis--Forms / Skills analysis / Performance evaluation.

EMPLOYEE HEALTH AND MEDICAL CARE

12-24 Ie568 .H91o

Hunt, Vilma R.
Occupational health problems of pregnant women; a report and recommendations for the Office of the Secretary, Department of Health, Education and Welfare. University Park, Pennsylvania State University, 1975. 124p.
Descriptors: *Women employees / *Health, Employee / *Pregnancy.

12-25

Tabershaw, Irving R.
How is the acceptability of risks to the health of the workers to be determined? Journal of occupational medicine, 18:674-676, October 1976.
Descriptors: *Health, Employee / *Risk--Evaluation / Medical and physical examinations / *Physicians / Decision-making / Medical ethics.

12-26 Ie558 .Un17o 1974

U.S. Bureau of Labor Statistics.
Ocupational injuries and illnesses in the United States by industry, 1974. Washington, U.S. Govt. Print. Off., 1976. 142p. (Bulletin 1932)
Descriptors: *Health, Employee--Statistics / *Accidents--Statistics.

EMPLOYEES' COMPENSATION

12-27

Paul, Robert J.
Workers' compensation--an adequate employee benefit? Academy of Management review, 1:112-123, October 1976.
Descriptors: *Employees' compensation.

EQUAL OPPORTUNITY IN EMPLOYMENT

12-28

Baboulene, Bernard.

The age of discrimination. Management today (Gt. Brit.), p. 23-24+, October 1976.

Descriptors: *Age discrimination / *Great Britain / *Professional employees / *Executives.

12-29

Burton, Gene E. and Dev S. Pathak.

101 ways to discriminate against equal employment opportunity. S.A.M. advanced management journal, 41:22-30, Autumn 1976.

"The purpose of this paper is to identify 101 ways (i.e. personnel practices) that employers have unknowingly used to get into trouble with governmental agencies, principally the EEOC."

Descriptors: *Equal opportunity in employment / *Personnel policies.

12-30 Ie152.5 .G75r

Grabosky, Peter N. and David H. Rosenbloom.

Racial and ethnic integration in the Federal service. Reprinted from: Social Science Quarterly, June 1975, p. 71-84.

"This study analyzes integration in the general schedule positions of 19 major federal agencies over the period from 1967 to 1973."

Descriptors: *Minority groups--Employment / *Affirmative action--Evaluation / Federal government.

12-31

Leigh, Duane E.

The occupational mobility of young men, 1965-1970. Industrial and labor relations review, 30:68-78, October 1976.

Descriptors: *Career patterns--Comparative studies / *Afro-Americans--Career opportunities / Afro-Americans--Education / *Employment opportunities / *Mobility, Occupational.

12-32

Matching ex-convicts to jobs they like. Business week, p. 106, November 8, 1976.

Descriptors: *Offenders--Employment / *Offenders--Rehabilitation / *Tests, Personality.

12-33 Law .Un35ec 1976 EEO

U.S. Civil Service Commission.

Equal employment opportunity court cases. Prepared by Bureau of Intergovernmental Personnel Programs in cooperation with Office of General Council. Rev. ed. Washington, U.S. Govt. Print. Off., 1976. 86p. (BIPP 152-46)

Descriptors: *Equal opportunity in employment--Cases / Federal government.

12-34 Ie152.9 .Un35e

U.S. Civil Service Commission.

Equal opportunity in employment. Prepared by The Library. Washington, U.S. Govt. Print. Off., 1976. 78p. (Personnel bibliography series no. 72)

Descriptors: *Equal opportunity in employment--Bibliography / *Minority groups--Employment--Bibliography / *Women--Employment--Bibliography.

ETHICS

12-35

Andronicos, Bill.

Tough laws urged; interest conflicts found widespread. Federal times, 12:4+, November 15, 1976.

Descriptors: Federal government / *Conflict of interest / *Independent regulatory commissions / Financial disclosure / *Executives--Ethics / Organizational structure.

12-36

Bone, Hugh A.

Washington's open government: a look at initiative 276. National civic review, 65:437-445, October 1976.

Descriptors: *Financial disclosure / *Political executives / *Washington (State) / Freedom of information / Lobbying.

12-37 HN90 .M66p

Mintz, Morton and Jerry S. Cohen.

Power, inc.; public and private rulers and how to make them accountable. New York, Viking Press, 1976. 659p.

Descriptors: *Political ethics / *Conflict of interest / *Power (Social sciences) / Federal government / Professional ethics / Government information.

EXECUTIVES

12-38

Dickson, John W.

The relation of individual search activity to subjective job characteristics. Human relations, 29:911-928, October 1976.

Descriptors: *Problem solving--Research / *Executives / *Problem solving --Methods / *Job factors--Research / Job satisfaction.

12-39

Stupak, Ronald J.

Organizational behavior in the 1970s; the missing links? Bureaucrat, 5:335-339, October 1976.

Descriptors: *Executives--Attitudes / *Human behavior / *Youth--Attitudes.

12-40 Ie124.9 .Un35e 1976

U.S. Civil Service Commission.

Executive manpower. Prepared by The Library. Washington, U.S. Govt. Print. Off., 1976. 60p. (Personnel bibliography series no. 76)

Descriptors: *Executives--Bibliography / *Executives--Pay--Bibliography / *Leadership--Bibliography / Federal employees.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

12-41

Binnie, Stewart.

Managing your manager. Management today (Gt. Brit.), p. 92-94+, September 1976.

Descriptors: *Executives--Characteristics / *Executives--Attitudes / *Human relations.

EXECUTIVES--ABILITIES AND CHARACTERISTICS (Cont'd)

12-42
The corporate bigamist. Across the Board, 13:61-64, November 1976.
Excerpted from an interview with Mortimer R. Feinberg.
Descriptors: *Executive families / *Executives--Characteristics.

12-43
Jacobs, Richard A.
Project management--a new style for success. S.A.M. advanced management journal, 41:4-14, Autumn 1976.
Descriptors: *Project management / *Executives--Abilities / *Executives--Training.

EXECUTIVES--HEALTH AND MEDICAL CARE

12-44
The blues at 50. Industry week, 191:36-40+, November 1, 1976.
Descriptors: *Middle age / *Adjustment (Psychology)--Methods / *Executives--Mental health.

12-45
Stress has no gender. Business week, p. 73+, November 15, 1976.
Descriptors: *Women executives / *Stress, Psychological / *Executives--Health / Success in employment.

EXECUTIVES--PAY AND FRINGE BENEFITS

12-46
Compensating a company's board and top management...an interview with Courtney C. Brown, corporate director. Compensation review, 8:14-18, Fourth quarter 1976.
Descriptors: *Executives--Pay / *Compensation administration / Financial incentives.

12-47 M-Fiche
Harrell, Margaret S. and others.
Predicting compensation and the attainment of a general management position among MBA graduates. Springfield, Va., National Technical Information Service, 1976. 23p. (AD-A021-463)
Performing organization: Stanford University, Graduate School of Business.
Descriptors: *Executives--Pay--Research / *Master of business administration degree.

12-48
How companies set the base salary and incentive bonus opportunity for chief executive and chief operating officers...a compensation review symposium. Compensation review, 8:19-32, Fourth quarter 1976.
Descriptors: *Executives--Pay / *Pay administration / Bonus system--Administration.

EXECUTIVES--PAY AND FRINGE BENEFITS (Cont'd)

12-49

Miller, Ernest C.

Top- and middle-management compensation--part 2: incentive bonus and merit increase plans. Compensation review, 8:33-46, Fourth quarter 1976.

Part 1 appeared in Compensation Review, 8:28-44, Third quarter 1976 (Personnel Literature, item 9-58, September 1976).

Descriptors: Middle managers / *Executives--Pay / *Incentive awards--Administration / *Meritorious increases.

12-50

Sibson, Robert E.

What to expect now in executive pay. Nation's business, 64:20-22+, November 1976.

Descriptors: *Executive compensation / Forecasting / *Bonus system / Stock options.

EXECUTIVES--RECRUITMENT

12-51

Perham, John C.

Executive jobs: a banner year. Dun's review, 108:41-50, November 1976.

Third annual survey of the executive job market lists over 600 jobs at salaries of $40,000 or more.

Descriptors: *Executives--Career opportunities / *Executives--Recruitment / *Executives--Pay.

EXECUTIVES--RESPONSIBILITIES

12-52

Freeman, David.

Two priorities for public managers. Bureaucrat, 5:327-333, October 1976.

Article appeared in the September 1975 issue of Federal Bar News published by the Federal Bar Association.

Descriptors: *Executives--Responsibilities / *Management rights / *Labor-management relations.

12-53

Sayles, Leonard R.

Matrix management: the structure with a future. Organizational dynamics, 5:2-17, Autumn 1976.

Descriptors: *Executives--Responsibilities / *Authority / Organizational structure / *Project management.

EXECUTIVES--SELECTION AND TESTS

12-54

Anderson, Hal.

Selecting management trainees: GPI vs. peer recognition. Personnel journal, 55:546+, November 1976.

Descriptors: *Executives--Selection / *Executives--Qualifications--Evaluation / College graduates--Evaluation / Interviewing.

12-55

Gooding, Judson.

Psychometrics: the use and misuse of psychological tests in executive employment. Across the Board, 13:12-21, November 1976.

Descriptors: *Executives--Tests / *Tests, Mental / *Tests, Personality.

EXECUTIVES--SELECTION AND TESTS (Cont'd)

12-56
How Presidents fill top-level jobs. U.S. news & world report, 81:20, November 8, 1976.
Descriptors: *Political executives--Selection / Federal government.

12-57
Strengthening executive selection and training. Civil service journal, 17:1-7, July-September 1976.
An interview with Joseph U. Damico, Director of the U.S. Civil Service Commission's Bureau of Executive Manpower.
Descriptors: *Executives--Selection / *Management development / Management improvement / *Federal Executive Development Program / Federal government.

EXECUTIVES--TRAINING

12-58
Casey, David.
The emerging role of set adviser in action learning programmes. Journal of European training (Gt. Brit.), 5:162-173, no. 3 1976.
Descriptors: *Executives--Training--Methods.

12-59
Mumford, Alan.
Management development and the powers of observation. Personnel management (Gt. Brit.), 8:26-29, October 1976.
Descriptors: *Management development / *Training consultants.

12-60
Teaching the boss to write. Business week, p. 56+, October 25, 1976.
Descriptors: *Executives--Training / *Reports--Preparation.

12-61 Ie414.5 .Un35e 1976
U.S. Civil Service Commission.
Education for public management; an interagency long-term training program coordinated by the U.S. Civil Service Commission. Prepared by Training Leadership Division, Bureau of Training. Washington, 1976. 47p.
Descriptors: *Executives--Training / Federal employees.

12-62 Ie424.5 .Un35ex
U.S. Civil Service Commission.
Executive development services and resources available through CSC. Prepared by Bureau of Training. Washington, U.S. Govt. Print. Off., 1976. 12p. (TLA-307)
Descriptors: *Executives--Training--Directories / *U.S. Civil Service Commission.

12-63 Ie424 .V43o
Varney, Glenn H.
An organization development approach to management development. Reading, Mass., Addison-Wesley, 1976. 176p.
Descriptors: *Management development / *Organization development / Management development--Evaluation / Organizational structure.

FREEDOM OF INFORMATION

12-64

Freedom of information vs. privacy: an information dilemma. Bulletin of the American Society for Information Science, 3:13-21, October 1976.

Contents: Inadequate privacy protection in FOIA and the Privacy Act, by Robert R. Belair; Computer security safeguards for privacy: the technical role of NBS, by Thomas C. Lowe; The Freedom of Information Center, by Paul L. Fisher; The Freedom of Information Act, the Privacy Act--and you, by Aryeh Neier.

Descriptors: *Freedom of information--Law and legislation / *Invasion of privacy--Law and legislation / Invasion of privacy--Cases / Electronic data processing departments--Security measures / U.S. National Bureau of Standards / Government information.

FRINGE BENEFITS

12-65

Crichton, John H. and Robert A. Manley.

How to motivate your employees and raise capital, too. Nation's business, 64:48-49+, October 1976.

Descriptors: *Stock purchase plans.

12-66 Ie537 .F98p

Futures Group and National Consumer Center for Legal Services.

Prepaid legal services: how to start a plan. Washington, 1975. 90p.

Sponsored by National Science Foundation/RANN.

Descriptors: *Prepaid legal services--Administration.

12-67

Karp, Robert E.

Corporate social responsibility. Training and development journal, 30:10-15, November 1976.

Descriptors: *Employee services / *Alcoholic employees--Rehabilitation / Counseling / Organizations--Climate / Executives--Attitudes.

12-68

Reback, Joyce E. and David M. Reicher.

Title VII, pregnancy and disability payments: women and children last. George Washington law review, 44:381-403, March 1976.

Descriptors: *Disability benefits / *Pregnancy / *Women--Discrimination.

HANDICAPPED

12-69 Ie361.5 .Un35o 1976

U.S. Civil Service Commission.

The outstanding handicapped Federal employees for 1976; awards program September 30, 1976. Prepared by Bureau of Recruiting and Examining, Manpower Sources Division, Office of Selective Placement. Washington, U.S. Govt. Print. Off., 1976. 12p. (BRE-15)

Descriptors: *Handicapped--Employment / *Awards.

HEALTH MANPOWER

12-70 Ie438.9 .Am3h 1976

American Hospital Association.
Health manpower; an annotated bibliography. Prepared by Department of Human Resources Management. 3d ed. Chicago, 1976. 83p.
Descriptors: *Health manpower--Career opportunities / *Health manpower--Bibliography / *Minority groups--Employment--Bibliography.

12-71

Fink, C. Dennis and David S. Bushnell.
Postgraduate training of occupational physicians: an action plan. Journal of occupational medicine, 18:756-760, November 1976.
Descriptors: *Physicians / *Health manpower--Training / *Health, Employee / Medical care.

12-72 S/I

The health professions. Women's work, 2:7-13, November-December 1976.
Partial contents: The new health practitioners, by Kathleen Gibbons and Clare Grosgebauer.
Descriptors: *Health manpower--Career opportunities / Women--Career opportunities / *Physicians' assistants / *Nurses / Pay / Health manpower--Training.

HOURS OF WORK

12-73

Kniesner, Thomas J.
The full-time workweek in the United States, 1900-1970. Industrial and labor relations review, 30:3-15, October 1976.
Descriptors: *Hours of work--Research / Hours of work--Statistics / *Labor supply / *Mathematical models.

12-74

Magoon, Warren and Larry Schnicker.
Flexible hours at State Street Bank of Boston: a case study. Personnel administrator, 21:34-37, October 1976.
Descriptors: *Flexible working hours--Case studies / *Flexible working hours--Evaluation.

12-75 Ie488 .Un35a

U.S. Civil Service Commission.
Assignment and scheduling of work; a survey of agreement provisions and third party determinations in the Federal government. Prepared by Office of Labor-Management Relations. Washington, 1976. 68p. (OLMR 76/14)
Descriptors: *Collective labor agreements / *Scheduling / *Hours of work / Federal government.

HUMAN RELATIONS

12-76 Ie11.8 .L57p

Levinson, Harry.
Psychological man. Cambridge, Mass., Levinson Institute, 1976. 147p.
Descriptors: Performance evaluation / Stress, Psychological / Personality / Mental health / *Psychology, Industrial--Philosophy / *Management / Management development / Leadership / Organizational structure / Change, Organizational / Selection / Supervision.

INCENTIVE AWARDS AND PROGRAMS

12-77

Berman, Rita.

How management taps its employee braintrust. Administrative management, 37:22-23+, October 1976.

Blue Cross/Blue Shield of North Carolina credits its suggestion system with increasing efficiency and boosting morale.

Descriptors: *Suggestion systems / Morale / Efficiency, Employee.

12-78 M-Film

Downey, Edward H.

State government suggestion systems: a study of administrative process and organizational adaptability. Ann Arbor, Mich., University Microfilms, Inc., 1975. 193p.

Doctoral dissertation, State University of New York at Albany, 1975. Abstracted in Dissertation Abstracts International, vol. 36, no. 11, May 1976, p. 7627-A-7628-A.

Descriptors: *Suggestion systems--Research / *State government.

INVASION OF PRIVACY

12-79 M-Fiche

Bushkin, Arthur A.

The security implications of privacy. Springfield, Va., National Technical Information Service, 1975. 18p. (PB-253-050)

Performing organization: System Development Corporation.

Descriptors: *Invasion of privacy--Research / *Electronic data processing departments--Security measures.

12-80 Ie303 .Un84f 1975

U.S. President.

Federal personal data systems subject to the Privacy Act of 1974; first annual report of the President. Washington, U.S. Govt. Print. Off., 1976. 2v.

Descriptors: *Invasion of privacy / *Government information / *Records administration / Federal government.

JOB ANALYSIS

12-81

Shepherd, A.

An improved tabular format for task analysis. Journal of occupational psychology, 49:93-104, no. 2 1976.

Descriptors: *Task analysis--Methods.

12-82 Ie32 .Un35jf

U.S. Civil Service Commission.

Job analysis for improved job-related employee development; a guide for state and local governments. Prepared by Bureau of Intergovernmental Personnel Programs. Washington, U.S. Govt. Print. Off., 1976. 21p. (BIPP 152-69)

Descriptors: *Job analysis / *Employee development / *State government / *Local government.

JOB SATISFACTION

12-83 M-Film

Bench, Joseph E.

A study of the relationship between Herzberg's motivation-hygiene factors and Holland's personality patterns for law enforcement personnel. Ann Arbor, Mich., University Microfilms, Inc., 1975. 181p.

Doctoral dissertation, West Virginia University, 1975. Abstracted in Dissertation Abstracts International, vol. 36, no. 11, May 1976, p. 7200-A.

Descriptors: *Motivation-hygiene theory / *Job satisfaction research / *Police / Personality / Job factors.

12-84 HM101 .C15q

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Descriptors: *Job satisfaction / *Quality of working life / Work values / Social values / Labor force--Statistics.

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12-86 M-Fiche

Hamermesh, Daniel S.

The economics of job satisfaction. Springfield, Va., National Technical Information Service, 1974. 97p. (PB-253-582)

Performing organization: Michigan State University, Department of Economics.

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Improvement in the quality of worklife and productivity: a joint venture between management and employees; final report, by Edward M. Glaser, Carroll E. Izard, and Mary Faeth Chenery. Los Angeles, 1976. 161p.

Descriptors: *Quality of working life--Case studies / *Productivity improvement / *Job satisfaction research / Job design / Participative management.

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Descriptors: *Job satisfaction--Addresses, essays, lectures / Performance / Demographic characteristics / Motivation-hygiene theory--Evaluation / Job design / Absenteeism rates--Research / Labor turnover rates / Adjustment (Psychology).

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Nelson, T. M. and C. J. Ladan.

Patterns and correlates of fatigue among office workers. Journal of occupational psychology, 49:65-74, no. 2 1976.

Descriptors: *Office workers / *Fatigue--Research / *Job satisfaction / Employee attitudes.

12-90 Ie543.9 .St1a

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An attitude survey of REME civilian industrial and clerical employees in the United Kingdom conducted in July/August 1975; a report to the Director of Electrical and Mechanical Engineering [Army]. Arborfield, Berkshire, Management Studies Wing, REME Officers' School, 1976. 25p.

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Warr, Peter B. and Toby Wall.

Work and well-being. Baltimore, Penguin Books, 1975. 220p.

Descriptors: *Quality of working life / *Job satisfaction / Work values / Employee attitudes / Job design / Stress, Psychological / Human relations / Job satisfaction--Bibliography / Pay / Participative management.

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Wiggins, Ronald L. and Richard D. Steade.

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Descriptors: *Quality of working life / *Job satisfaction.

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Berger, Harriet and Edward A. Blomstedt.

Clerk vs. mail handler: jurisdictional disputes in the Postal Service. Labor law journal, 27:641-647, October 1976.

Descriptors: *U.S. Postal Service / *Labor-management relations / Labor disputes / *Position classification / Postal employees / Change, Organizational.

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Descriptors: *Canada--Civil service / *Collective bargaining unit / Position classification / Policy formulation / Collective bargaining unit--Law and legislation.

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Fox, William S. and Michael H. Wince.

The structure and determinants of occupational militancy among public school teachers. Industrial and labor relations review, 30:47-58, October 1976.

Descriptors: *Teachers / *Employee attitudes--Research / Factor analysis / Demographic characteristics / State employees / *Strikes.

12-100 M-Film

George, John D., Jr.

Collective bargaining in the U.S. Army: a structural and behavioral analysis. Ann Arbor, Mich., University Microfilms, Inc., 1975. 236p.

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Descriptors: *Collective bargaining--Research / *U.S. Department of the Army / *Federal employees / Human behavior / Military officers--Training / Collective bargaining unit--Research.

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Graham, Joseph C., III.

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Descriptors: *Insubordination / *Management rights / *Arbitration / Discipline.

12-102 Id213 .H87m

Hughes, Charles L.

Making unions unnecessary. New York, Executive Enterprises, 1976. 117p.

Descriptors: *Labor-management relations / *Executives--Attitudes / Employee attitudes / *Personnel administration / Compensation / Working conditions / Promotion / Job design / Equal opportunity in employment.

12-103 Id213 .In2p 1976 (Spring)

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Partial contents: Reflections on public sector collective bargaining, by Benjamin Aaron; Affirmative action v. seniority; Collective bargaining in the public sector.

Descriptors: *Collective bargaining--Conferences / *Affirmative action / *Seniority / Labor costs / Cost control / Teachers--Collective bargaining / State government / Local government.

12-104 Ie621 .P81e

Pops, Gerald M.

Emergence of the public sector arbitrator. Lexington, Mass., D. C. Heath, 1976. 136p.

Descriptors: *Arbitrators / *Grievance arbitration--Administration / *Grievance arbitration--History / Grievances--Procedures / New York (State)--Civil service / Federal government / State government / Local government.

12-105

Prial, Frank J., II.

Labor-relations problems seen. Chief, 80:1+, October 22, 1976.

Descriptors: *New York (City)--Civil service / *Collective bargaining unit.

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Collective bargaining agreements for state and county government employees. Washington, U.S. Govt. Print. Off., 1976. 85p. (Bulletin 1920)

Descriptors: *Collective labor agreements / *State employees / *Local officials and employees / Grievances / Leave / Pay / Hours of work / Working conditions.

12-107 Law .Un655s Labor 1976

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Summary of public sector labor relations policies; statutes, attorney generals' opinions and selected court decisions. Washington, U.S. Govt. Print. Off., 1976. 132p.

Descriptors: *Labor-management relations--Law and legislation / Federal government / State government / Local government / Labor-management relations--Cases.

LABOR TURNOVER

12-108

Director, Steven M. and Samuel I. Doctors.

Racial differences in blue-collar turnover rates. Industrial relations, 15:338-342, October 1976.

Descriptors: *Labor turnover--Research / *Blue-collar workers / *Afro-Americans--Mobility / Afro-Americans--Pay.

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12-109 Id184 .Ar2m

Archibald, Russell D.

Managing high-technology programs and projects. New York, J. Wiley, 1976. 278p.

Partial contents: App. A, Suggested seminar outlines for project management indoctrination; apps. B & C, Project start-up and close-out checklists.

Descriptors: *Project management--Handbooks, manuals, etc. / *Project management--Methods / Management control / Planning / Organizational structure / Conflict resolution / Program evaluation / Technology.

12-110 Id22 .Sh4f

Shepard, David E.

From personal to professional management. Boston, Holbrook Press, 1976. 333p.

Descriptors: *Management--Textbooks / *Management--Case studies / *Personnel administration--Textbooks.

MANAGEMENT BY OBJECTIVES

12-111

Luthans, Fred and Jerry L. Sellentin.

MBO in hospitals: a step toward accountability. Personnel administrator, 21:42-45, October 1976.

Descriptors: *Management by objectives / *Hospitals--Administration.

MANPOWER PLANNING

12-112 Id224 .D49d

Developing the nation's work force, ed. by Merle E. Strong. Washington, American Vocational Association, 1975. 347p. (American Vocational Association Yearbook no. 5)

Descriptors: *Equal opportunity in employment / *Manpower policy / *Vocational education / Intergovernmental personnel programs / *Work measurement / Personnel utilization--Research / Job satisfaction / Training.

12-113 Id228 .P45m

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Partial contents: Designing a manpower information system; Manpower inventory; Improving manpower utilization.

Descriptors: *Manpower planning--Handbooks, manuals, etc. / *Personnel information systems / *Manpower planning--Forms / Productivity measurement.

MINORITY GROUPS--EMPLOYMENT

12-114 E184 .Un365p

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Partial contents: Federal Government and equal employment opportunities for Puerto Rican workers, p. 64-81.

Descriptors: *Puerto Ricans--Economic conditions / *Minority groups--Employment / *Minority groups--Training / Public service employment / Minority groups--Discrimination / Puerto Ricans--Statistics / Federal government / State government / Local government.

MOBILITY

12-115

Walker, James W.

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Descriptors: *Career patterns / *Career planning / *Employee development / Career ladders / Selection / Promotion / Job analysis.

MORALE

12-116

Gellerman, Saul.

The meaning of morale. Management today (Gt. Brit.), p. 82-85+, September 1976.

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12-117

Hayes, James L.

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Descriptors: *Discontent / *Employee attitudes / *Morale.

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12-118

Brown, Martha A.

Values--a necessary but neglected ingredient of motivation on the job. Academy of Management review, 1:15-23, October 1976.

Descriptors: *Motivation / *Personal values / *Social values.

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The art of motivating people. Waterford, Conn., 1975. 224p.

Descriptors: *Motivation--Case studies / *Supervisors--Responsibilities.

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Cherrington, David J.

Teach the work ethic at work. Personnel administrator, 21:24-28, October 1976.

Descriptors: *Work values / *Supervisors--Responsibilities / *Motivation.

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12-121

Reynolds, Allan L.

CPA experience equivalency in the public sector. Government accountants journal, 25:10-13, Fall 1976.

Descriptors: *Accountants--Certification / *Work experience.

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12-122

Hopkins, Mary E. and Marcia A. Wood.

Who wants to retire? Personnel administrator, 21:38-41, October 1976.

Descriptors: *Employee attitudes / *Older worker / *Retirement.

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12-123

Cummings, L. L. and Chris J. Berger.

Organization structure: how does it influence attitudes and performance? Organizational dynamics, 5:34-49, Autumn 1976.

Reviews 50 studies conducted in the past decade.

Descriptors: *Organizational structure--Research / *Job satisfaction research.

12-124 Id72 .J27g

Jaques, Elliott.

A general theory of bureaucracy. New York, Halsted Press, 1976. 412p.

Descriptors: *Bureaucracy--Philosophy / Organizational structure / Decentralization in government.

12-125

Limerick, David C.

Authority relations in different organizational systems. Academy of Management review, 1:56-68, October 1976.

Descriptors: *Authority / *Organizational structure / *Industrial sociology.

12-126 Ie545 .M15m

McEachern, William A.

Managerial control and performance. Lexington, Mass., D. C. Heath, 1975. 138p.

Descriptors: *Executive effectiveness--Research / *Financial incentives--Research / *Organizational structure / Management control.

12-127 Id72 .M48s

Melcher, Arlyn J.

Structure and process of organizations: a systems approach. Englewood Cliffs, N.J., Prentice-Hall, 1976. 461p.

Descriptors: *Organizational structure--Sociological aspects / *Human behavior / *Leadership style / Organization size / Office layout--Sociological aspects / Delegation / Leadership theory.

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12-128 Id72.9 .Sco6o 1976

Scott, William G. and Terence R. Mitchell.
Organizational theory; a structural and behavioral analysis. 3d ed. Homewood, Ill., R. D. Irwin, 1976. 470p.
Descriptors: *Organizations--Research / *Organizations--Theory / *Human behavior / *Personnel administration / Communication / Group dynamics / Change, Organizational.

OVERSEAS PERSONNEL

12-129 Ic146.5 .N68m

Noer, David M.
Multinational people management; a guide for organizations and employees. Washington, Bureau of National Affairs, 1975. 153p.
Descriptors: *Overseas personnel--Personnel policies / *Overseas personnel--Selection / *Overseas personnel--Training.

12-130 Ic146.5 .Un38pr

U.S. Congress. House. Committee on Post Office and Civil Service.
Problems confronting teachers in the overseas dependents school system. Prepared by Subcommittee on Retirement and Employee Benefits. Washington, U.S. Govt. Print. Off., 1976. 40p. (H. com. print. 94th Cong.)
Included is table of military and civilian schedule of equivalent grades "based on the military/civilian relationship established for Geneva Convention purposes."
Descriptors: *Teachers, Overseas / *Teachers--Fringe benefits / *Overseas personnel--Pay.

PARAPROFESSIONALS

12-131 Ref. Ie428 .N42c

New York (City). Queens College. City University of New York.
College programs for paraprofessionals; a directory of degree-granting programs in the human services. New York, Human Sciences Press, 1975. 135p.
Descriptors: *Paraprofessionals--Education / *Universities and colleges--Directories / Social service aides--Education / Mental health technicians--Education / Nurses' aides--Education / Teachers' assistants--Education / Legal assistants--Education.

PARTICIPATIVE MANAGEMENT

12-132

Sashkin, Marshall.
Changing toward participative management approaches: a model and methods. Academy of Management review, 1:75-86, July 1976.
Descriptors: *Participative management--Research / *Change, Organizational--Research / *Decision-making / Goal setting.

12-133

Scanlon, Burt K.
Participation in perspective. Personnel administrator, 21:15-19, October 1976.
Descriptors: *Participative management.

PARTICIPATIVE MANAGEMENT (Cont'd)

12-134
Schlotfeld, Walter.
Codetermination in Germany. Personnel administrator, 21:46-53, October 1976.
Descriptors: *Participative management / *Works councils / Germany (Federal Republic, 1949-).

PAY

12-135
Baker, Sally H. and Bernard Levenson.
Earnings prospects of black and white working-class women. Sociology of work and occupations, 3:123-150, May 1976.
Descriptors: *High school graduates / *Women--Pay / Pay rates / *Women--Discrimination / Afro-American women / Spanish-speaking Americans.

12-136 Ref. JS411 .N21c
Berenson, Carol.
Salaries of county officials:1975. In The county year book: 1976. Washington, National Association of Counties and International City Management Association, 1976, p. 34-55.
Descriptors: *Pay--Tables / *County officials and employees / *Pay surveys / Demographic characteristics / Executives--Pay--Tables / Professional employees--Pay--Tables.

12-137
Farrell, Richard J.
Compensation and benefits. Personnel journal, 55:557-563+, November 1976.
Descriptors: *Compensation administration / *Executives--Responsibilities / Policy formulation / *Cafeteria compensation / Fringe benefits.

12-138 Ie52 .H19h
Handbook of salary and wage systems, ed. by Angela M. Bowey and Tom Lupton. Epping, Essex, Gower Press, 1975. 413p.
Partial contents: Job design, by David Birchall; Techniques of job evaluation, by Jack Butterworth; Relating wages to job evaluation and to work measurement, by Jack Butterworth; The Hay-MSL system, by W. F. Younger; Employee benefits for managers and executives, by Richard Cockman; Employee benefits for non-managerial staffs, by Richard Cockman.
Descriptors: *Compensation administration--Handbooks, manuals, etc. / *Job evaluation / *Pay systems / Executives--Fringe benefits / Fringe benefits.

12-139
Holmes, Alexander B.
Effects of union activity on teachers' earnings. Industrial relations, 15:328-332, October 1976.
Descriptors: *Teachers--Pay--Research / *Teachers--Collective bargaining / Teachers--Unions.

12-140 Ie52.9 .M39b
Masters, Stanley H.
Black-white income differentials; empirical studies and policy implications. New York, Academic Press, 1975. 188p.
Descriptors: *Afro-Americans--Pay--Research / *Pay rates / *Afro-Americans--Discrimination.

PAY (Cont'd)

12-141 Ie59 .Un35s 1976

U.S. Civil Service Commission.
State salary survey; August 1, 1976. Prepared by Bureau of Intergovernmental Personnel Programs, 1976. 104p. (BIPP 152-75)
Descriptors: *Pay surveys / *State government.

12-142 Ie537 .V81w 1976

Virginia Employment Commission.
Wage rate and fringe benefits for selected occupations paid by Virginia manufacturers. Richmond, Va., 1976. 135p.
Descriptors: *Pay surveys / Pay rates / *Virginia / *Fringe benefits--Surveys / Blue collar workers / Nurses / Office workers.

PERFORMANCE EVALUATION

12-143

Fletcher, Clive and Richard Williams.
The influence of performance feedback in appraisal interviews. Journal of occupational psychology, 49:75-83, no. 2 1976.
Descriptors: *Feedback (Psychology) / *Appraisal interviews--Research / *Performance / Praise / Employee attitudes / Motivation.

12-144 Ie398 .N42a

New England Municipal Center.
An analysis of employe performance evaluation systems. Durham, N.H., 1976. 21p.
Descriptors: *Performance evaluation--Methods.

12-145

Silverman, R. S. and Irv B. Menessa.
Employee appraisal systems. Journal of systems management, 27:36-37, August 1976.
Descriptors: *Performance evaluation / *Standards of performance / Goal setting / Feedback (Psychology).

12-146

Talbert, Terry L., Kathleen I. Carroll and William W. Ronan.
Measuring clerical job performance. Personnel journal, 55:573-575, November 1976.
Descriptors: *Standards of performance / *Office workers--Evaluation / Job analysis / *Office workers--Tests.

PERSONNEL ADMINISTRATION

12-147 Id32 .G28m

Gellerman, Saul W.
Managers and subordinates. Hinsdale, Ill., Dryden Press, 1976. 208p.
Descriptors: Motivation / *Supervision / *Personnel administration / Productivity / Morale / Grievances / Communication in personnel management / Promotion / Employee development / Absenteeism / Labor turnover / Performance evaluation.

12-148 Ie418.6 .H14e

Hall, Douglas T. and others.
Experiences in management and organizational behavior. Chicago, St. Clair Press, 1975. 249p.
Descriptors: *Personnel administration--Study and teaching / *Human relations training / *Training courses of study / Group training / Motivation / Work values / Job design / Decision-making / Leadership / Change, Organizational / Power / Social sciences / Role perception / Women--Attitudes toward.

12-149

The hospital as an employer. Hospitals, 50:67-83+, October 16, 1976.
Contents: Training, employment, wages soar as health care industry expands, by Norman Metzger; Management can reverse declining employee work attitudes, by Robert G. Holloway; What price human resources? by Jan Margolis; The hospital and the community--an interdependent relationship, by Barbara I. Bloom; A hospital's educational system can develop manpower to best use, by Rose Kennedy; The caring employer helps the troubled employee, by Evelyn M. McNamara; Responsive management fosters cooperative environment, by Pauline Gregorich and James W. Long; Viewing the hospital as a working environment, by Edward J. Bertz, Richard diMonda and Joseph G. Sprague; Hospitals and professionals--a changing relationship, by Dennis D. Pointer.
Descriptors: *Hospital workers / *Health manpower--Employment / *Personnel administration / Hospitals--Administration / Job satisfaction / Employee counseling / Safety / Professional employees / Health manpower--Training / Health manpower--Statistics / Working climate / Working conditions.

12-150 Id192 .In2i 1971

Industrial engineering handbook, ed. by H. B. Maynard. 3d ed. New York, McGraw-Hill, 1971.
Partial contents: Sect. 3, Work measurement techniques; sect. 4, Applied work measurement; sect. 6, Wage and salary administration; sect. 7, Behavioral science and human factors.
Descriptors: *Work measurement--Methods / *Pay administration / Human behavior / *Industrial engineering--Handbooks, manuals, etc.

12-151 Ia45 .C73c

Marks, C. P. H.
Computer based personnel information systems. In Computers in public administration: an international perspective; a reader, ed. by Samuel J. Bernstein. New York, Pergamon Press, 1976, p. 118-131.
Descriptors: *Personnel information systems / *Great Britain--Civil service / Personnel information systems--Evaluation / Electronic data processing departments--Security measures.

12-152 Ie11.4 .N42m

New England Municipal Center.
Mini-personnel case studies; Andover, Massachusetts; Concord, New Hampshire; East Lyme, Connecticut; Southington, Connecticut; Edgartown, Tisbury, Oak Bluffs and Chilmark, Massachusetts. Durham, N. H., 1976. 20p.
Descriptors: *Personnel administration--Case studies / *Municipal employees / *Local officials and employees.

PERSONNEL ADMINISTRATION (Cont'd)

12-153

Simonetti, Jack L., Frank L. Simonetti and Steven Spirn.
Legal limits in personnel systems. Journal of systems management, 27:34-35, August 1976.
Descriptors: *Personnel information systems / *Equal opportunity in employment--Law and legislation / Recruitment / Placement / Manpower planning / Personnel utilization.

12-154 Ie11.9 .Un35s

U.S. Civil Service Commission.
Personnel management in state and local governments. Prepared by The Library. Washington, U.S. Govt. Print. Off., 1976. 47p. (Personnel bibliography series no. 74)
Descriptors: *Personnel administration--Bibliography / *Police--Bibliography / *Fire fighters--Bibliography / State government / Local government.

PERSONNEL DEPARTMENTS

12-155

Lawton, Esther.
Position classification: a Utopian concept. Classifiers column (Classification and Compensation Society), 7:1-4, November 1976.
Describes qualities essential for a position classifier, "a catalyst in the personnel management program."
Descriptors: *Personnel officers--Characteristics / *Personnel officers--Training / Position classification / *Personnel administration / Federal government.

PERSONNEL POLICIES

12-156 Ie122.9 .Un35p 1976

U.S. Civil Service Commission.
Personnel policies and practices. Prepared by The Library. Washington, U.S. Govt. Print. Off., 1976. 53p. (Personnel bibliography series no. 71)
Descriptors: Federal government / *Personnel policies--Bibliography / *Recruitment--Bibliography / *Tests--Bibliography / *Promotion--Bibliography / *Selection--Bibliography / *Placement--Bibliography / *Performance evaluation--Bibliography / *Communication techniques--Bibliography / Removal--Bibliography.

PERSONNEL RECORDS

12-157 Ref.

U.S. Civil Service Commission.
Personnel data standards. Washington, U.S. Govt. Print. Off., 1976. 1v. (FPM supplement 292-1)
Descriptors: *Personnel records--Standards / *Central Personnel Data File--Standards / Federal government.

PERSONNEL UTILIZATION

12-158

Giblin, Edward J. and Oscar A. Ornati.
Optimizing the utilization of human resources. Organizational dynamics, 5:18-33, Autumn 1976.
Authors maintain that job descriptions, instead of describing activities, should describe results of activities and/or outputs.
Descriptors: *Personnel utilization / *Goals / *Organizations--Climate / Organizational structure / Job descriptions.

POSITION CLASSIFICATION

12-159

Cole, John D. R.

Position management and classification. Civil service journal, 17:9-12, July-September 1976.

Descriptors: *Position classification / *Position management / Federal government.

12-160

The imminent threat to U.S. air traffic. Business week, p. 78+, November 8, 1976.

Descriptors: *Air traffic control operators / *Pay / *Position classification.

PRODUCTIVITY

12-161

Turney, John R. and Stanley L. Cohen.

Managing time effectively: the worker's perspective. Personnel journal, 55:576-579, November 1976.

Descriptors: *Time management / *Productivity improvement / Methods improvement / Scheduling / Work measurement--Forms.

12-162 Id68 .Un35w

U.S. Civil Service Commission.

Work measurement; resource application packet. Prepared by Bureau of Personnel Management Evaluation, Clearinghouse on Productivity and Organizational Effectiveness. Washington, 1976. 1v.

Descriptors: *Work measurement--Addresses, essays, lectures / Federal government.

PROFESSIONAL EMPLOYEES

12-163 Id43 .M31m

Management consulting; a guide to the profession, ed. by M. Kubr. Geneva, International Labour Office, 1976. 368p.

Partial contents: Consulting in personnel management; Consulting as a career; Training of new consultants.

Descriptors: *Management consultants / *Personnel audit / *Professional employees.

PROMOTION

12-164 Ie161.2 .Un35f

U.S. Civil Service Commission.

Fair and effective employee advancement: a guide for state and local government managers. Prepared by Bureau of Intergovernmental Personnel Programs. Washington, U.S. Govt. Print. Off., 1976. 21p. (BIPP 152-65)

Descriptors: *Promotion / *State government / *Local government / Career ladders / Qualifications.

12-165 Ie358 .Un35s

U.S. Civil Service Commission.

A summary of CSC internal placement and promotion policies and procedures. Prepared by Personnel and Labor Relations Division. Washington, 1976. 8p. (MP-3)

Descriptors: *Promotion / *U.S. Civil Service Commission / *Placement.

PUBLIC ADMINISTRATION

12-166 Id201 .B29c

Bassler, Richard A. and Norman L. Enger, comps.
Computer systems and public administrators. Alexandria, Va., College Readings, 1976. 364p.
Descriptors: *Public administration / *Electronic data processing / Information systems / Invasion of privacy / *Electronic data processing departments / Management / Electronic data processing personnel / Federal government / State government / Local government.

12-167

Hart, Gary.
Big government. Civil service journal, 17:16-20, July-September 1976.
Gary Hart is United States Senator from Colorado.
Reprinted from: Vital Speeches of the Day, April 20, 1976.
Descriptors: *Public administration / *Civil service / *Government employees--Statistics / Federal government / State government / Local government / *Taxation--Statistics / Budget--U.S.

12-168 Ia11 .H76L

Hood, Christopher C.
The limits of administration. New York, J. Wiley, 1976. 213p.
Descriptors: *Policy sciences / *Public administration--Case studies.

12-169

Kristol, Irving.
Post-Watergate morality: too good for our good? New York times magazine, p. 34-35+, November 14, 1976.
Descriptors: *Public administration / *Corruption (in politics) / *Conflict of interest / Freedom of information.

12-170 Ia11 .P96p 1976

Public administration; readings in institutions, processes, behavior, policy, ed. by Robert T. Golembiewski, Frank Gibson, and Geoffrey Y. Cornog. 3d ed. Chicago, Rand McNally College Pub. Co., 1976. 726p.
Descriptors: *Public administration--Addresses, essays, lectures / Labor-management relations / Management by objectives / Executives--Characteristics / *Personnel administration--Addresses, essays, lectures / *Civil service / Organizational structure / Decision-making / Federal government / State government / Local government.

RECRUITMENT

12-171 Ie161.5 .Un35g

U.S. Civil Service Commission.
A guide to high school recruitment: school districts with significant Hispanic student enrollment. Prepared by Office of the Assistant Executive Director, Spanish Speaking Program. Washington, U.S. Govt. Print. Off., 1976. 53p. (SSP-76)
Descriptors: *Spanish-speaking Americans--Employment / *Recruitment / Federal government.

REDUCTION IN FORCE

12-172 M-Film

Blonder, Mauritz D.

Organizational repercussions of personnel cutbacks: impact of layoffs on retained employees. Ann Arbor, Mich., University Microfilms, Inc., 1976. 255p.

Doctoral dissertation, City University of New York, 1976. Abstracted in Dissertation Abstracts International, vol. 36, no. 12, June 1976, p. 8162-A-8163-A.

Descriptors: *Reduction in force--Research / *Motivation research / *Employee attitudes / Professional employees.

12-173 Ie658 .M91r

Mumford, Peter.

Redundancy and security-of-employment. Epping, Essex, Gower Press, 1976? 166p.

Descriptors: *Reduction in force--Methods / *Reduction in force--Administration / *Great Britain / Manpower planning / Unemployment compensation--Law and legislation / *Job security / Retirement / Retraining.

RELOCATION

12-174

Baker, James C.

Company policies and executives' wives abroad. Industrial relations, 15:343-348, October 1976.

Descriptors: *Relocation--Research / *Adjustment (Psychology) / *Wives / Executives--Placement--Research / *Overseas executives / Executives--Fringe benefits.

12-175

Transplanting the executive family; how to minimize the shocks. Business week, p. 159-161+, November 15, 1976.

Descriptors: *Executive families / *Relocation / Housing, Employee / Moving expenses / Stress, Psychological / Moving expenses--Taxation.

RETIREMENT

12-176 Ie717 .AL5p 1976

Allen, Everett T., Jr., Joseph J. Melone and Jerry S. Rosenbloom.

Pension planning; pensions, profit sharing, and other deferred compensation plans. 3d ed. Homewood, Ill., R. D. Irwin, 1976. 423p.

Descriptors: *Pension financing / *Pensions--Taxation / *Deferred compensation / Pensions--Law and legislation / Retirement planning.

12-177 Ie536 .C76co 1975-76

Myers, Robert J. and Conrad M. Siegel.

Validity of a unique method of funding accrued liability in public employee pension plans. In Conference of Actuaries in Public Practice, the proceedings, 1975-1976. Chicago, 1976. p. 508-513.

Descriptors: *Pension financing / State government.

12-178 Ie536 .C76co 1975-76

Open forum: public employee plans. In Conference of Actuaries in Public Practice, the proceedings, 1975-1976. Chicago, 1976. p. 423-430.

Descriptors: *Pension financing / *Pension funds / Retirement age / Retirement benefits / Retirement--Eligibility / *Pension reform--Law and legislation / Sex discrimination / Government employees.

RETIREMENT (Cont'd)

12-179 Ie708 .T75t

Trowbridge, C. L. and C. E. Farr.
The theory and practice of pension funding. Homewood, Ill., R. D. Irwin, 1976. 154p.
Descriptors: *Pension financing--Textbooks / Pensions--Law and legislation.

12-180 Ie11.1 .Un47de

U.S. Defense Manpower Commission.
Defense Manpower Commission staff studies and supporting papers. Washington, U.S. Govt. Print. Off., 1976. 5v.
Partial contents: Vol. 5, The recommendations of the Folsom Panel and the Commission on Executive, Legislative and Judicial Salaries, by E. J. Devine and others; New initiatives for the military estate program, by Richard A. Kuzmack and others; Postretirement adjustment of military and Federal civil service retired pay, by E. J. Devine and Marcella L. Wojdylak.
Descriptors: Federal government / *Pensions / *Cost of living increases / *Military personnel--Retirement / Pay comparability.

12-181

Why soaring public worker pensions threaten you. Nation's business, 64:66-68+, November 1976.
Descriptors: *Pension funds / Federal government / State government / Local government / Cost of living increases.

RETIREMENT PLANNING

12-182

What do you do after you've said good-bye? Personnel and guidance journal, 55:115-121, November 1976.
Contents: Preretirement planning: does it prevent postretirement shock? by Charles A. Ullmann; Preretirement counseling: the need for a new approach, by U. Vincent Manion.
Descriptors: *Retirement planning / Models and modelmaking.

SAFETY

12-183 Ie558 .P44s

Petersen, Dan.
Safety management: a human approach. Englewood, N.J., Aloray, 1975. 395p.
Partial contents: The determinants of supervisor safety performance; Top management's role; Identifying safe behavior; Behavior change through training; The safety program of the future.
Descriptors: *Safety--Administration / *Human behavior / *Accidents--Prevention / Behavior modification.

12-184

Schmidt, Reynold T.
Safety and the problem employee. Journal of occupational medicine, 18:763-766, November 1976.
Presented at the Annual Meeting of the American Occupational Medical Association, American Occupational Health Conference, Cincinnati, Ohio, April 28, 1976.
Descriptors: *Problem employees / *Accidents / *Accidents--Prevention / Absenteeism causes / Performance.

SAFETY (Cont'd)

12-185 Ie554 .Un58h

U.S. General Accounting Office.

Hazardous working conditions in seven Federal agencies; Departments of Labor, Agriculture, and Interior, Veterans Administration, Departments of the Air Force, the Army, and the Navy and the Defense Supply Agency, Department of Defense; report to the Congress by the Comptroller General of the United States. Washington, 1976. 93p. (B-163375)

Descriptors: *Working conditions--Evaluation / *Safety / Federal government / Accident prevention / Health, Employee / Safety--Law and legislation / Safety education.

SCIENTISTS AND ENGINEERS

12-186 Ie172 .Oa4o

Oak Ridge Associated Universities, Inc.

An overview of manpower data on scientists, engineers and technicians: sources, summary and recommendations, by Gary H. de Mik and Beve Lea Michaels. Oak Ridge, Tenn., 1975. 76p. (ORAU-124)

Prepared for the Energy Research and Development Administration, Division of Labor Relations, Manpower Information Systems Branch.

Descriptors: *Engineers--Statistics / *Scientists--Statistics / *Technicians--Statistics / Engineers--Manpower planning / Scientists--Manpower planning / Technicians--Manpower planning / Engineers--Utilization / Scientists--Utilization / Technicians--Utilization.

SELECTION

12-187

Jauch, Lawrence R.

Systematizing the selection decision. Personnel journal, 55:564-567, November 1976.

Descriptors: *Selection--Methods / Qualifications--Evaluation / *Decision-making--Methods / *Decision-making--Tables.

12-188 Ie132 .M69m

Missouri. Personnel Division.

Manual for the development and administration of education and experience rating guides. Prepared by Darrell R. Sage, James Cole, and Brenda Johnson, Examination Development and Analysis Section. Jefferson City, n.d. 15p.

Descriptors: *Qualifications--Handbooks, manuals, etc. / *Qualifications--Evaluation.

12-189

White, David M. and Richard L. Francis.

Title VII and the masters of reality: eliminating credentialism in the American labor market. Georgetown law journal, 64:1213-1244, July 1976.

Descriptors: *Selection--Methods / *Credentialism / Degrees, Academic / Qualifications / *Discrimination / Test bias / Test validity / Griggs v. Duke Power Co. / Minority groups--Employment / Women--Employment / Older worker--Employment.

SUPERVISION

12-190 Id32 .Su7s

Supervisory management: tools and techniques, ed. by M. Gene Newport. St. Paul, West, 1976. 308p.

Descriptors: *Supervision--Addresses, essays, lectures / *Supervisors--Responsibilities.

SUPERVISORS

12-191

Adams, Fred P.

The ceremonial side of training--of what value to first-line supervisors? Training and development journal, 30:34-37, October 1976.

Descriptors: *Supervisors--Training / *Supervisors--Attitudes / *Job satisfaction research / Self-esteem.

12-192

Beecroft, Jay L.

How behavior modification improves productivity at 3M. Training, 13:83-85, October 1976.

Descriptors: *Supervisors--Training / *Behavior modification / *Training courses of study / Human relations training / Productivity improvement.

12-193

Burack, Elmer and Peter F. Sorensen, Jr.

Conflict and change: management at the interface. Personnel administrator, 21:55-59, October 1976.

Descriptors: *Qualifications / *Supervisors--Attitudes / *Supervisors--Selection.

12-194 S/I

Cohen, Yona.

Staff supervision in probation. Federal probation, 40:17-23, September 1976.

Descriptors: *Probation officers / *Supervision / *Supervisors--Responsibilities / Supervision--Methods.

12-195 Id32 .D92f

Dunkerley, David.

The foreman; aspects of task and structure. Boston, Routledge & K. Paul, 1975. 192p.

Descriptors: *Supervisors--Abilities / *Supervisors--Characteristics / *Supervisors--Responsibilities / Organizations--Theory.

TESTS

12-196

Two special features on content validity. Exchange (NCSL), 5:1-3, no. 10 1976.

Descriptors: *Test validity / *Validity / Job analysis / Interviewing.

TESTS (Cont'd)

12-197

Warren, William H.

Albemarle v. Moody: where it all began. Labor law journal, 27:609-613, October 1976.

William Warren "was personnel manager of the Albemarle Paper Company plant in Roanoke Rapids, N.C. from December 1954 to March 1961, and paper division director of industrial relations at the Richmond, Va. corporate office of Ethyl Corporation, then Albemarle's parent, until 1965."

Descriptors: *Test bias / Minority groups--Discrimination / Job analysis / *Test validation.

TRAINING

12-198

Abinader, Jean.

Transcultural services for personnel development. Training and development journal, 30:37-38, November 1976.

Descriptors: *Overseas employees--Training / *Crosscultural studies.

12-199

Burdetsky, Ben.

Troubled transition: from school to work. Worklife, 1:2-8, November 1976.

Descriptors: *Work-study programs.

12-200 Ie418 .D29p

Davis, Larry N. and Earl McCallon.

Planning, conducting, evaluating workshops; a manager's guide to staff development. Austin, Tex., Learning Concepts, 1975. 18p.

Descriptors: *Workshops / *Employee development / Training officers--Responsibilities.

12-201

Feldman, Milton J.

Training for cross-cultural international interaction in the Federal government. Training and development journal, 30:19-23, November 1976.

Descriptors: *Cross cultural studies / *Overseas personnel--Training / Federal government.

12-202

Gardner, Frederick P.

A question for training directors and higher education. Training and development journal, 30:43-45, November 1976.

Descriptors: *Education, Higher / *Training officers--Responsibilities.

12-203

Gilbert, Thomas F.

Training: the $100 billion opportunity. Training and development journal, 30:3-8, November 1976.

Descriptors: *Training cost / *Training evaluation.

TRAINING (Cont'd)

12-204

Horan, Margaret A.

Cross/trans/intercultural communications training: what it is - what it is not. Training and development journal, 30:26-28+, November 1976.

Descriptors: *Cross cultural studies--Evaluation / Communication / Training needs analysis / Training evaluation.

12-205

Nettelbeck, T. and N. H. Kirby.

A comparison of part and whole training methods with mildly mentally retarded workers. Journal of occupational psychology, 49:115-120, no. 2 1976.

Descriptors: *Training planning / *Mentally retarded--Training--Methods.

12-206 Ie418 .Tr68tr 1976

Training and development handbook; a guide to human resource development, ed. by Robert L. Craig. 2d ed. New York, McGraw-Hill, 1976. 1v.

Sponsored by the American Society for Training and Development.

Descriptors: *Employee development--Handbooks, manuals, etc. / *Employee development--Addresses, essays, lectures / *Training--Methods--Addresses, essays, lectures / Employee development--Administration.

12-207 Ie414 .Un35di

U.S. Civil Service Commission.

Directory of Federal training offices in the Washington, D.C. area. Prepared by Bureau of Training. Washington, 1976. 109p. (TLA-308)

"A listing of the addresses and telephone numbers of Federal Training Offices in the Washington, D.C. area, and the training program areas of these organizations."

Descriptors: *Training departments--Directories / Federal government.

TRAINING ADMINISTRATION

12-208

The chief executive's role in human resources development. Training, 13:23-24+, October 1976.

Participants in this roundtable discussion were: Robert Blake, Dugan Laird, Fredric Margolis, Jan Margolis, Jane Mouton and Larry Wilson.

Descriptors: *Executives--Responsibilities / *Training administration / *Employee development.

12-209

Moore, Bruce G. and Jack Kondrasuk.

How a large retail chain cut training costs through centralization. Training, 13:48-49, October 1976.

Descriptors: *Training cost.

12-210

Suessmuth, Patrick.

A rule of thumb way to determine quickly the real cost of any training program. Training, 13:43-44, October 1976.

Descriptors: *Training cost.

TRAINING EVALUATION

12-211
Graves, Desmond.
Management development--the case for self-help. Journal of European training (Gt. Brit.), 5:174-180, no. 3 1976.
Descriptors: *Management development--Evaluation / *Training evaluation.

12-212
Rauf, Faheem M.
You know what you can do with your management training programs. Canadian personnel and industrial relations journal, 23:19-23, October 1976.
Descriptors: Transfer of training / *Executives--Training / *Training evaluation.

12-213 Ic146.5 .Un58i
U.S. General Accounting Office.
Improvement needed in language training and assignments for U.S. personnel overseas; Department of State, United States Information Agency. Washington, 1976. 28p. (B-176049)
Descriptors: *U.S. Department of State / *U.S. Information Agency / *Overseas personnel--Training--Evaluation / *Foreign languages--Training--Evaluation.

TRAINING METHODS

12-214
Denisi, Angelo S.
The implications of job clustering for training programmes. Journal of occupational psychology, 49:105-113, no. 2 1976.
Descriptors: *Training methods--Research / *Job analysis.

12-215
Ingrim, Robert W.
Custom-made training can be the best alternative. Training and development journal, 30:48-50, November 1976.
Descriptors: *Training methods.

12-216
Lyons, Tom.
A two-tiered workshop: for comparing researching various approaches to development. Journal of European training (Gt. Brit.), 5:151-161, no. 3 1976.
Discusses workshop format by describing design, organization, operation and evaluation of workshop for supervisors.
Descriptors: *Workshops / *Training evaluation / Supervisors--Training.

12-217
Roskin, Rick.
Learning by experience; theory and practice. Journal of European training (Gt. Brit.), 5:181-212, no. 4 1976.
Partial contents: Designing learning situations; Experiential training methods: some case examples.
Descriptors: *Field work (Educational method).

TRAINING METHODS (Cont'd)

12-218 QA269 .Sh9g

Shubik, Martin.

Games for society, business and war; towards a theory of gaming. New York, Elsevier, 1975. 371p.

Descriptors: *Game theory / *Management games.

UPWARD MOBILITY

12-219 Ie161.2 .Un47u

U.S. Defense Supply Agency.

Upward mobility in DSA. Washington, U.S. Govt. Print. Off., 1974. 33p.

Descriptors: *U.S. Department of Defense / *Upward mobility--Methods.

WOMEN--EMPLOYMENT

12-220

Christen, Susan R. and Frances M. Syptak.

Helping women to move up: a successful first step. Training and development journal, 30:42-45, October 1976.

Describes workshop developed for women employees of Montgomery County, Md. government.

Descriptors: *Women--Career planning / *Women--Training / *Promotion / Women--Attitudes / County officials and employees.

12-221 Ie154 .D63a 1976

District of Columbia. Commission on the Status of Women.

Annual report. Washington, 1976. 44p.

Descriptors: *Women--Employment / *District of Columbia / Women--Employment--Law and legislation / Annual reports / District of Columbia--Civil service.

12-222 S/I

DuPont, Helen.

Playing the part-time game. Women's work, 2:17-20+, November-December 1976.

Descriptors: *Women--Employment / *Part-time work / Women--Career opportunities / Discrimination / Women--Utilization / Part-time work--Law and legislation.

12-223 Ie154 .In8w

International Labour Office.

Women workers and society; international perspectives. Geneva, 1976. 211p.

Descriptors: *Women--Employment--Addresses, essays, lectures / *Women--Discrimination--Addresses, essays, lectures / Division of labor / Women--Pay / Unions / Women--Attitudes toward / *Equal opportunity in employment--Addresses, essays, lectures / Japan / Russia / Austria / Underdeveloped areas.

12-224

Keyserling, Mary D.

Women and full employment. Social policy, 7:77-80, September-October 1976.

Presented at a June 1976 conference in New York, "Women in a full employment economy."

Descriptors: *Women--Employment / *Unemployed / *Women--Pay.

WOMEN--EMPLOYMENT (Cont'd)

12-225

Morgenstern, Richard D. and William Hamovitch.

Labor supply of married women in part-time and full-time occupations. Industrial and labor relations review, 30:59-67, October 1976.

Descriptors: *Part-time work / *Women--Employment--Research / *Married women / Labor supply / Mathematical models / Demographic characteristics / Women--Pay.

12-226 Id224 .Un17s No. 189

U.S. Bureau of Labor Statistics.

Families and the rise of working wives--an overview, by Howard Hayghe. Washington, U.S. Govt. Print. Off., 1976. 19p. (Special labor force report no. 189)

Descriptors: Married women / *Women--Employment--Statistics / Family (Sociological unit).

12-227 Ie154.9 .Un455w

U.S. Department of the Air Force.

Women in the military. Washington, 1975. 60p. (Special bibliography series no. 51)

Descriptors: *Women military personnel--Bibliography / *Women military personnel--History--Sources.

12-228

Wallace, Martha R.

Reflections on women at work. Across the Board, 13:39-42, November 1976.

Adapted from remarks made at a regional meeting of the National Association of Bank Women, Inc.

Descriptors: *Women--Attitudes toward / *Women--Attitudes.

12-229 Ie154 .W84wn

Women and the American economy; a look to the 1980s, ed. by Juanita Morris Kreps. Englewood Cliffs, N.J., Prentice-Hall, 1976. 177p.

At head of title: The American Assembly, Columbia University.

Descriptors: *Women--Employment--Social aspects / *Women--Employment--Addresses, essays, lectures / Women--Attitudes toward / Women--Employment--Economic aspects / Women--Characteristics--Statistics / Married women / Mothers--Employment / Unemployed / *Equal opportunity in employment--Law and legislation / Family (Sociological unit) / Women--Employment--History.

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